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COUNTY OF KAUAI

**PLANNING DEPARTMENT**

**News Release**

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**Planning Department to implement new procedures for CPR applications**

LĪHU'E – The Planning Department next month will implement new procedures for inspections and zoning clearances for Condominium Property Regime (CPR) applications. In addition, the applications and supporting materials will only be accepted via email sent to [planningdeterminations@kauai.gov](mailto:planningdeterminations@kauai.gov).

These changes will take effect on October 3, 2016.

"It's an effort to standardize the intake and cataloging of inspections in order to ensure the proper workflow," said Planning Director Michael Dahilig.

Starting next month, those seeking CPR designations for their properties will be required to submit the following documents:

- CPR Inspection/Clearance Request Form
- Agent authorization form (if not the landowner)
- Digital searchable copy of the draft declaration and bylaws establishing the CPR either in PDF or Word format.
- Draft condominium map and other supporting maps.
- Draft public report
- Recorded declaration in conformance with Act 49 SLH 2014
- Signed Act 49 SLH 2014 form (if applicable).

For more information, please visit the county website at [www.kauai.gov/planning](http://www.kauai.gov/planning) or call 241-4050.